

FACILITY CHECKLIST

OPENING
1. Unlock all doors. Y/N Do not chain doors for any reason.
2. Maintain doors free of obstructions on the interior and exterior. Y/N
3. Inspect and document functional tests for emergency lighting units. Y/N Are the unit unobstructed? Y/N Does the unit illuminate the path to the exit? Y/N
4. Inspect and document functional tests of exit signs. Y/N
5. Conduct and document inspections of fire extinguishers. Y/N
6. Do not use extension cords in place of permanent wiring. Y/N
7. Are fire evacuation routes posted and indicate primary and alternate routes? Y/N
8. Are excessive amounts of trash and combustibles removed from the building? Y/N
9. Are fire alarm pull stations clear of obstructions within 36 inches? Y/N
10. Are cigarette cans keep free of trash? Y/N Are cigarette cans metal and equipped with self-closing lids? Y/N
11. Are fire detectors and sprinkler heads maintained free of obstructions within 18 inches? Y/N
12. Are UL listed space heaters with automatic shut-off and overheat devices only used? Y/N Are space heaters plugged directly into the wall and 36 inches from combustibles? Y/N
13. Are coffee pots and microwave ovens the only appliances used in break areas? Y/N Are these items plugged directly into the wall? Y/N Do not plug into extension cords or power strips.
14. Mechanical rooms and electrical rooms are not being used for storage? Y/N
15. No more than a one day supply of flammable liquids are kept on benches and work areas? Y/N Flammable liquids not allowed in Assembly, Day Care and Education Occupancies.
16. Managers: Occupant loads are posted in rooms that can have 50 or more persons? Y/N
17. Managers: Is the facility occupant load maintained in the manager's office. Y/N
18. Managers: Have all employees had fire protection, safety, and health training IAW AFOSHSTD 91-501. Recurrent fire protection training is document and maintained in the Fire Protection folder every quarter? Y/N
19. Managers: Is quarterly fire protection training documented and maintained in the facility Fire Protection folder for viewing. Y/N
20. Managers: Have work orders been placed for any defective life safety and fire protection equipment? Y/N
21. Managers: Have emergency evacuation procedures been developed and properly trained on by all personnel in the facility. Y/N
22. Managers: Are personnel assigned to assist physically and mentally handicapped persons during emergency evacuation? Y/N

23. Managers: Is the Fire Prevention Office notified of any major social events. Y/N
24. Managers: Decorations are noncombustible and flame retardant and UL approved. Y/N
25. Managers: String lights and wiring are UL approved and in good condition. Y/N
26. Managers: Large decorations do not block exits. Y/N Remove if yes.
27. Managers: Open flames, candles, torches or other such devices are not used without written consent of the Fire Chief. Y/N
COMMENTS:
DATE:
EMPLOYEE NAME:
EMPLOYEE SIGNATURE:
MANAGER NAME:
MANAGER SIGNATURE:
CLOSING
1. All trash and combustibles are removed from the facility. Y/N
2. All extension cords and multi-outlet power strips are unplugged. Y/N
3. All heat sources are turned off, extinguished, and unplugged. Combustibles are moved 36 inches or more away. Y/N
4. Unplug all electrical decorations. Y/N
5. The exterior of the building is cleaned of any combustible materials and disposed of. Y/N
6. Doors are not locked until all of the public and employees have left. Y/N
7. All flammable liquids are properly stored in flammable lockers on the outside of the building. Y/N
8. Coffee pots are unplugged. Y/N
9. Smoking materials are properly extinguished and stored in metal butt cans with self-closing lids. Y/N
10. All work orders have been placed for defective life safety and fire protection equipment? Y/N
11. 18 inches of clear space is maintained around fire detectors and sprinkler heads. Y/N
COMMENTS:
DATE:
EMPLOYEE NAME:
EMPLOYEE SIGNATURE:
MANAGER NAME:
MANAGER SIGNATURE: